



Mechanical Permit Application

City of Woodburn, Building Division
270 Montgomery Street, Woodburn, Oregon 97071
www.woodburn-or.gov

Phone: (503) 982-5250 Fax: (503) 982-5244 Inspection Requests: (503) 980-2443

TYPE OF WORK

- ☐ New Construction ☐ Addition / Alteration / Replacement
☐ Other:

CATEGORY OF CONSTRUCTION

- ☐ 1- and 2-Family Dwelling ☐ Commercial/Industrial ☐ Other:
☐ Multi-family ☐ Accessory Building

JOB SITE INFORMATION AND LOCATION

Job Site Address:

Suite / Bldg. / Apartment Number:

City / State / Zip Code:

Project Name:

Subdivision:

Lot Number:

Tax Map / Parcel Number:

DESCRIPTION OF WORK / PROJECT

☐ PROPERTY OWNER

☐ TENANT

Name:

Address:

City / State / Zip Code:

Phone: ()

Fax: ()

☐ APPLICANT

☐ CONTACT PERSON

Business name:

Contact name:

Address:

City / State / Zip Code:

Phone: ()

Fax: ()

E-mail:

CONTRACTOR

Business Name:

Address:

City / State / Zip Code:

Phone: ()

Fax: ()

E-mail:

CCB License Number:

Expiration Date:

City License Number:

Expiration Date:

Authorized
Signature: _____

Print Name:

Date:

OFFICE USE ONLY

Permit no.

Receipt no.

Amount Paid

Date Received

Received by

COMMERCIAL / INDUSTRIAL - USE VALUATION FEE SCHEDULE

Valuation: \$

Minimum Commercial / Industrial Mechanical Permit Fee - \$97.50

1- AND 2-FAMILY DWELLING - FEE SCHEDULE

Description	Qty.	Each	Total Fee
Heating & Cooling (includes relocation)			
Gas Connections (unlimited number of connections)		25.00	
Furnace including ductwork & Vent		25.00	
Air Conditioner, Heat Pump, or Evaporative Cooler		25.00	
Unit Heater (suspended, recessed wall, floor mounted)		25.00	
Air Handling Unit		25.00	
Fireplace / Insert / Stove / Log Lighter / Decorative Fireplace		25.00	
Boiler Gas Connection and Venting Only		25.00	
Venting (includes relocation)			
Range Hood Venting		25.00	
Bath Fan		25.00	
Clothes Dryer Exhaust		25.00	
Exhaust Fan		25.00	
Water Heater Venting		25.00	
Miscellaneous (includes relocation)			
Barbecue		25.00	
Other Equipment or Appliance not Listed Above		25.00	
Minimum Residential Mechanical Permit Fee - \$90.00			

MECHANICAL PERMIT FEES

Permit Fee	
Plan Review Fee (100% of permit fee)	
State Surcharge Fee (12% of permit fee)	
TOTAL FEE DUE	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction. **This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.**